**Project Plan: (project name)**Written by: (Team name)

(Team Members)

Instructions are provided for each of the sections in blue colored font. In some cases examples are provided using the project name “XYZ” and team name “OpenXYZ”. Follow the instructions and replace the text before turning it in. Avoid CUT AND PASTE!

**1 Introduction**

This section should introduce the project, team and talk about the lay out of the document. For example, the following may be the content of this section:

This document lays out a project plan for the development of XYZ open source repository system by the OpenXYZ project team. The OpenXYZ team consists of five SSAD students at the International Institute of Information Technology, Hyderabad.   
  
The intended readers of this document are current and future developers working on XYZ and the sponsors of the project. The plan will include, but is not restricted to, a summary of the system functionality, the scope of the project from the perspective of the OpenXYZ team, scheduling and delivery estimates, project risks and how those risks will be mitigated, the process by which the OpenXYZ team will develop the project, and metrics and measurements that will be recorded throughout the project.

**2 Overview**  
Provide an overview of the project. Most of the text in this section could be the same as the project synopsis.

**2.1 Customers**   
  
Provide details about the customers of the system. For example, project sponsors, end-users, etc.

**2.2 Functionality**This section should list the overall functionality of the system. List each functionality and provide 2-3 line description of the functionality. It is important to note that the teams may not develop each functionality provided in this list. The scope of the project should be described in Section 3.

This section and section 3 should provide you the basis for the requirements document.

**2.3 Platform**  
  
Provide the platform details in this section. For example, is it web based, desk top, client-server, peer-peer?   
**2.4 Development Responsibility**

Details about development responsibility, maintenance responsibility, licensing issues should be noted down here.

For example, the following may be the content of this section:

The openXYZ team will be responsible for implementing the functionality that they commit to in Section 3 of this document. It is expected that a team from the SERL will be responsible for developing the database for the XYZ system. The openXYZ will not be responsible for creation of the database.

**3 Goals and Scope**Section 2 outlined the overall functionality of project. This section should detail the functionality that the OpenXYZ team intends to implement for the final release in November 2011.

This section should step through the functionality listed in section 2.2 and detail specifically what is in or out of scope for the final release.

**4 Deliverables**  
This section should describe what the OpenXYZ team will deliver to the sponsor throughout the course of development.

For example, Feature specification (requirements), product design (design document), test plan, deployment document, source code, etc.

Each team may have some specific deliverables outside of the SSAD course deliverables.

**5 Risk Management**

**5.1 Risk Identification**  
  
Identify and list down the details of various risks in this project. For example you should detail the technology risks, resource risks, scope creep, etc.

**5.2 Risk Mitigation**This section will describe what will be done to mitigate the risks listed in section 5.1. The list should follows the same order as section 5.1.   
  **6 Scheduling and Estimates**  
   
You should set milestones and try to stick to the schedule. An example release schedule is provided here:

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Description** | **Release Date** | **Release Iteration** |
| M1 | user management, basic distributed filesystem | September 30, 2011 | R1 |
| M2 | project management, basic distributed filesystem | October 7, 2011 | R1 |
| M3 | user groups and permissions | October 14, 2011 | R1 |
| M4 | SCM, issue tracker | October 24, 20011 | R2 |
| M5 | issue tracker, user reviews, web design integration | November 1, 2011 | R2 |
| M6 | filesystem node management, web design integration | November 14, 2011 | R2 |

A more detailed description of the features for each milestone should be provided in the requirements document (using use cases).  
 **7 Technical Process**  
This section will provide a summary of the team's technical process.

*(Hint: In your own word explain the incremental iterative process)*